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AR-D-1732b

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July 31, 1952

MEMORANDUM FOR: Assistant Director for Special Operations

SUBJECT : [REDACTED] - Home Leave

REFERENCE : Memo 11 Jul 52 to A-DD/A from AD/SO, same subject

1. The Acting Assistant Director (Personnel) has commented on your memorandum as follows:

a. Personnel Divisions can fully maintain the individual employee files only to the extent that the operating offices provide documentation on actions other than those which normally are processed through Personnel channels. He has recommended the issuance of an Agency notice directing the attention of all concerned to this problem and requesting that internal actions of this nature be recorded and copies furnished to Personnel. Although procedurally these personnel files may, in certain instances, be subordinated to other files of the Agency, copies of all pertinent documents should be provided for filing. It is hoped that this notice will rectify any procedural omissions which have occurred.

b. The unfilled material has accumulated as a result of the pseudonym--cryptonym problem, which, with the consolidation of Registry, is capable of solution, in that more complete cross-referencing is now available to Personnel. The backlog of unfilled material is now in process of being worked down.

2. The problem has been referred to the Organization and Methods Service for their consideration after the present major task of reorganization of the covert offices has been completed. Any procedural changes taken at this moment would otherwise become obsolete very shortly.

L. K. WHITE

Acting Deputy Director  
(Administration)

SA/ADD/A:RSW:jeb (25 Jul 52)

cc: A-AD/P  
C/O&M (w/basic)  
ADD/A chrono  
~~ADD/A subject~~

Note to Col. White: I believe Col. Baird's response is a reasonable one. He, of course, is right in saying that it was unnecessary to make an issue over the matter as the AD/SO did. Recommend signature on the attached memorandum and notice. RSW

Note to O&M from LKW: Attached notice for publication. Other attached material refer to paragraph 2 of the memorandum.

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